

PARKS EQUIPMENT MECHANIC

GRADE: 15

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Parks Equipment Mechanic performs difficult skilled trades and intermediate administrative work in the maintenance of the parks and facilities division's equipment shop, including parts acquisition and inventory, preventive and corrective maintenance and repair of parks maintenance equipment. The position requires regular contact within the department and periodic contact with other department personnel when providing assistance and contact with vendors to maintain inventory. The work requires moderate to considerable physical demands working occasionally with heavy weight materials with frequent requirements for long periods in difficult work positions. The working conditions involve exposure to disagreeable elements and stress due to the equipment needs of the division. The incumbent's work is directed by a parks maintenance supervisor.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Makes necessary repairs on parks equipment in response to receipt of service request forms.
- Performs general and preventive maintenance for almost 300 pieces of equipment including but not limited to push mowers, chain saws, generators, pumps, blowers, trailers, snow machines, edgers, sprayers, sweepers, vacuums,

hedge trimmers, ride-on rotary and reel mowers, sod cutters, concrete mixers, tampers, augers, sprinklers, plows, tillers, sand blasters, seeders, bush cutters, air compressors, shop saws, ballfield liners and rollers, and small tractors.

- Cleans, paints, sharpens blades, and replaces broken and worn parts; lubricates moving parts, changes oil and hydraulic fluids, performs engine tune-ups, replaces spark plugs; inflates, balances, changes and rotates tires; adjusts brakes and clutches; rewires vehicles, equipment trailers, and other equipment; dismantles and rebuilds gas and diesel engines.
- Maintains and monitors inventory of equipment and parts to assure stock and availability is current and up to date and selection of needed materials are readily available to perform routine and unscheduled repairs.
- Makes purchases of equipment and parts for all daily repairs and to meet expectation of future needs.
- Uses City PCard and is responsible for staying within guidelines and procedures of the City's PCard program.
- Works with vendors to search County, State and Local Municipalities to find and review contracts and specifications for best pricing of Parks equipment. Meets with vendors off site to investigate possible equipment purchases.
- Enters and maintains parks equipment inventory into the new Hansen Maintenance Management system.
- Records service repair tickets in Hansen to create work orders and track associated cost of repairs, labor, materials, and time.
- Maintains use, preventive maintenance and repair records for all equipment.
- Updates and maintains service and parts manuals.
- Leads a team of parks crewmembers reviewing all parks equipment and anticipates future equipment needs of the division.
- Makes recommendations for purchases during the budget process.
- Provides training and use demonstrations for new equipment to ensure safety standards.
- Inspects and uses technical testing equipment to determine causes for equipment failure and adjusts and repairs equipment to manufacturer's specifications.
- Machine fabricates equipment parts when the parts are no longer available from the manufacturer.
- Performs routine welding, cutting, brazing and soldering in the production of metal gates, guard rails, trailer hitches, metal decks, and ramps.
- Makes emergency repairs and roadside service calls.
- Acts as member of parks and facilities emergency response team during weather-related emergencies.
- Performs related duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from

high school and three to five years of experience in the maintenance and repair of parks maintenance equipment, small engine repair, large engine repair or a closely related field. Small engine repair certification and welding certification strongly preferred. Possession of, or ability to obtain, a motor vehicle class CDL operator's license as issued by the Maryland Department of Motor Vehicles (or an equivalent license issued by the employee's state of residence) within 30 days of employment.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the standard practices and tools used in the small engine trade.
- Ability to operate diagnostic and electronic testing equipment.
- Knowledge of parks maintenance equipment electrical components.
- Knowledge of occupational hazards and safety precautions necessary in equipment repair.
- Knowledge of purchasing practices and procedures.
- Ability to maintain records, tools, inventory and manuals necessary for use in the parks equipment maintenance shop.
- Ability to prioritize work effectively.
- Ability to understand and follow oral and written instructions and maintenance manuals.
- Ability to perform tasks in difficult work positions for long periods of time.
- Ability to use computer databases.
- Skill in performing mechanical work on small engines and other park maintenance equipment.